

Project Managers' Workgroup

MINUTES February 21, 2005

Attending:

Sharon Hayes	ITS	Steve Tedder	ITS
Mary Jo Gilliam	Agriculture	Carol Morin	CJIN
Paul Marsh	DST	Nic Cols	DHHS
Dell Pinkston	DOA	Duane Smith	DOT
Jesus Lopez	ITS	Teresa Shingleton	OSC
Shaw Erfani	ITS	Janet Flanders	DOR
David Prince	DJJDP	Rob Hines	DPI
Daniel Theander	UMT	Barbara Bostian	DOR
Chris Matero	UMT	Travis Snipes	DHHS
Gary Evans	DOT	Charles Fraley	DHHS
Glenn Poplawski	ITS	Denny McGuire	ITS
Alisa Cutler	ITS	John McShane	ITS
Tom Runkle	ITS	Dwight Hall	OSBM
Jonathan Womer	OSBM	Joe Kellogg	DST
Bob Blackmun	NCCCS		

Welcome/Introductions: Sharon Hayes welcomed everyone to the meeting and everyone introduced themselves.

Sharon Hayes announced the

She informed the group that Bob Giannuzzi is now heading the agenda for the Project Managers' Working Group meetings, and that any suggestions to future meetings should be directed to Bob.

Minutes from January meeting were approved.

Tom Runkle gave an overview and history of portfolio management. He handed out a packet with further information to all members present.

Daniel Theander of UMT gave a demonstration of the Portfolio Management Tool. He gave detailed explanations to questions from members.

Jesus Lopez discussed Portfolio Management Tool Configuration and Process. He informed members that the team is now in a position to begin configuration of the tool tabs and that participation of PM Working Group members is needed.

He informed about sessions that will be held over the next two weeks that would help configure the project information: Risk - to be facilitated by Sharon; Budget Costs, Benefits - to be facilitated by Jonathan Womer; and Strategic Impact tabs - to be facilitated by Denny McGuire.

He mentioned that the time requirements would be approximately 4 to 6 hours, which will include 2 meetings. He informed that he would be sending out an e-mail with candidate dates/times for these sessions to the group for sign-up.

The meeting adjourned at 4:50 pm.

Next meeting: March 21, 2005, 3:00 to 4:30 pm.